

Program Plan Guide

TITLE I, PART D, SUBPART 1 – DJJ FACILITIES

SKAGGS, AMBER - DIVISION OF CONSOLIDATED PLANS AND AUDITS

SHACK, MONICA – DIVISION OF CONSOLIDATED PLANS AND AUDITS

Complete the Interactive Institution-Wide Program Plan in Word

This document is interactive. You will be able to scroll and only type/edit in appropriate text areas labeled.

1. Enter district/facility information.

2. Read for important information

Program Plan Guide

4. Save your work

3. Read each question carefully and answer completely.

Note: You are able to copy and paste, and insert items within the text area.

EDUCATIONAL NEEDS

1. Describe the comprehensive educational needs of all children and youth in the institution or program and/or describe the comprehensive educational needs of youth aged 20 and younger in adult facilities expected to complete incarceration within a 2-year period.

such as: number of students in the facility, number/percent of students in special education programs, number/percent of students by demographic categories: age, gender, race/ethnicity, and other meaningful categories; average length of stay for students in the facility and the percentage of students with limited English proficiency; speak English as a second language. [Title I, Part D, statute Section 1416 (1)] and [Title I, Part D, statute Section 1416 (2)]

[Click here to enter text.](#)

2. Describe the steps the State agency has taken, or will take, to provide all children and youth under age 21 with the opportunity to meet the same challenging State academic standards in order to improve the likelihood that the children and youth will complete secondary school, attain a secondary diploma or its recognized equivalent, or find employment after leaving the institution.

such as: the number / percent of students earning postsecondary course credits and/or vocational certificates, high school diplomas, attained / GED/ other degrees awarded, instructional activities, programs or strategies used to teach the state content and achievement standards. [Title I, Part D, statute Section 1416 (3)]

[Click here to enter text.](#)

3. Describe the instructional program, specialized instructional support services, and procedures that will be used to meet the needs described in item (1), including, to the extent feasible, the provision of mentors for the children and youth described in item (1). **such as:** personal counseling, vocational and technical counseling, academic and career counseling, financial aid counseling and instructional activities, programs and strategies used to address student/ facility needs. [Title I, Part D, statute Section 1416 (4)]

[Click here to enter text.](#)

4. Describe the procedures, the program objectives and outcomes that will be used to assess student progress. Such as: classroom / facility - level assessments, state and local tests, surveys, RTI, progress monitoring, CSRP data and CSIP/ CDIP

USE OF FUNDS

12. Provide an overview of how the program will use the Title I, Part D, Subpart 1 funds to meet the facility's needs and program goals. [Title I, Part D, statute Section 1415 and Section 1416(5)]

Name of Institution/Facility	Grades Served	Total # of Classrooms	# of Students Enrolled in School at time of application	Estimated # of Students Participating in the Project this Year	Number of Personnel to be hired (FTE) using Title I Part D funds				Name of Person Responsible for Transition Services
					Teachers	Educational Assistants	Others	"Other" (Specify)	
Facility Name	Enter grades	Enter #	Enter #	Enter #	Enter #	Enter #	Enter #	Specify "other"	Person Responsible
Facility Name	Enter grades	Enter #	Enter #	Enter #	Enter #	Enter #	Enter #	Specify "other"	Person Responsible
Facility Name	Enter Grades	Enter #	Enter #	Enter #	Enter #	Enter #	Enter #	Specify "other"	Person Responsible

[Click here to enter text.](#)

13. Describe how the facility uses technology to assist in coordinating educational programs between the correctional facility and the community school.

[Click here to enter text.](#)

14. Describe how the programs will be coordinated with other appropriate state and federal programs, such as vocational and technical education programs, state and local dropout prevention programs, and special education programs. [Title I, Part D, statute Section 1414 (16) and Statute Section 1415]

[Click here to enter text.](#)

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Complete the budget in Excel

S1 DJJ Facility Program Budget - Excel

Skaggs, Amber - Division of Consolidated Plans and Audits

1. Enter allocation

2. Enter amount for each code.

3. Write a description for each code.

N & D PROGRAM BUDGET 313D			Total Budgeted Amount
FY18 (SY 2017-18) Enter Facility Name :			
MUNIS Object Code	FILL IN: Description of Activity Provide the following as part of the description: FTE of staff paid through this funding source; Include the position descriptions of all staff paid through this funding source; and Description of items to be purchased beyond providing just the MUNIS Object Code descriptors.	Amount	
110	Certified Services (Contract)		
111	Extended Days (Contract)		
112	Extra Duty (Contract)		
113	Other Certified (Not part of the Contract)		
120	Certified Substitute		
130	Classified Salaries		
140	Overtime		
150	Classified Substitutes		
160	Licensed		
170	Paraprofessional		
190	Board Per Diem		
210	Group Insurance Employer's share of any insurance plan		
211	Life Insurance (Code 0295)		
212	Health Insurance (Code 0294)		
213	Liability Insurance		
214	Dental Insurance		
215	Disability Insurance		
216	Retired Health / Life Insurance		
219	Other Group Insurance		
220	Employer Social Security		
221	Employer FICA Contributions		
222	Employer Medicare Contributions		

S1 DJJ Facility Program Budget - Excel

Skaggs, Amber - Division of Consolidated Plans and Audits

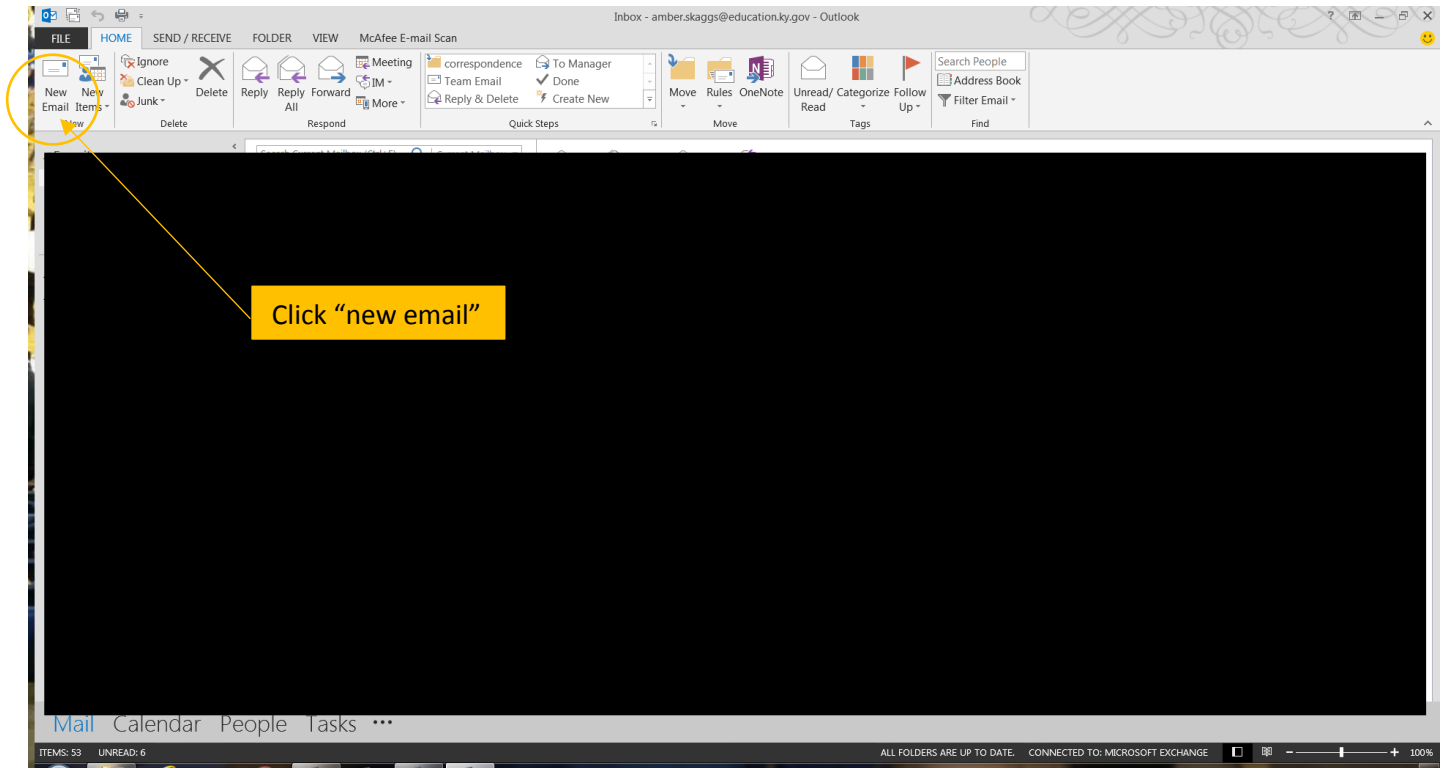
Total should match allocation entered

N & D PROGRAM BUDGET 313D			Total Budgeted Amount
FY18 (SY 2017-18) Enter Facility Name :			
MUNIS Object Code	FILL IN: Description of Activity Provide the following as part of the description: FTE of staff paid through this funding source; Include the position descriptions of all staff paid through this funding source; and Description of items to be purchased beyond providing just the MUNIS Object Code descriptors.	Amount	
642	Periodical and Newspaper		
643	Supplemental Books, Study Guides & Curriculum		
644	Text books & other Instructional Materials Data required for State Reporting		
645	Audiovisual Material		
646	Tests- Data required for State Reporting		
647	Reference Materials		
649	Binding and Repairs		
650	Supplies- Technology related		
651	Supplies - Technology Related Devices		
673	Fees and Registrations		
674	Awards		
680	Welfare Spending (Food, Utilities Clothing)		
692	Health/ Supplies and Materials		
695	Furniture and Fixtures/ Supplies and Materials		
733	Furniture's and Fixtures		
734	Technology related Hardware		
735	Technology Software		
810	Dues and Fees		
891	Diplomas and Graduation Expenditures		
894	Instructional Field Trips		
913	Indirect Cost		
MUNIS #313D award notification runs from July 1, 2017 - September 30, 2019			
Total Budgeted Amount			\$ 25,000.00

* For all codes that are highlighted, please reference the funding matrix for additional information/ considerations.

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Submit application/program plan as an attachment in an email (using Outlook).



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Untitled - Message (HTML)

5. Click "review" tab to spell check

1. Click "attach file," and select your two documents to insert.

4. Type recipients

2. Type the subject of the email

3. Type your message and add your signature

6. Click "send"

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW

Paste

Clipboard

Basic Text

Names

Include

Tags

Zoom

Start Inking

Apps for Office

Add-ins

Follow Up

High Importance

Low Importance

Zoom

Ink

Add-ins

To...

Cc...

Bcc...

Subject

Attached

N&D NEW interactive application draft-DJJ.docx (85 KB); S1 DJJ Facility Program Budget.xlsx (17 KB)

Send

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